

Spec. Code: 1071
Occ. Area: 03
Work Area: 355
Prom. Line: none
Prob. Period: 6 mo.
Effective Date: 07/29/88

ASSOCIATE DIRECTOR OF AUXILIARY ENTERPRISES

Function of Job

Under administrative supervision from designated administrative officials, to assist in the management of operations related to assigned bond revenue and auxiliary enterprises.

Characteristic Duties and Responsibilities

1. assists in the supervision, coordination, and administration of assigned auxiliary enterprises
2. assists in preparation of and recommends policies and procedures that will result in high standards and efficient operation of assigned areas
3. assists in the coordination of budgets and reports of auxiliary enterprises
4. cooperates with a designated administrative officer in coordinating operations, plans, and procedures with those affecting student services and housing operations, including budgeting and reporting procedures
5. reviews reports relating to operations of all auxiliary enterprises and bond revenue areas and makes recommendations consistent with good management practice
6. advises and consults with departments as required
7. recommends equipment purchases
8. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Bachelor's degree
2. four years of responsible experience in institutional management, two of which were in a supervisory and/or management capacity

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. administrative ability
2. ability to work with staff and the public